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AGL-9391

TELECOMMUNICATIONS POLICY COMMITTEE

MINUTES

1988 – 1996

The Agendas and, especially, Minutes of many of the meetings during this period are missing.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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MINUTES OF THE MEETING OF JANUARY 7, 1988

CALL TO ORDER AND ROLL CALL

The Acting Chair (Hal Layer) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street. Members present were: Esteves, Layer, Levitin, and Singsen. Members absent were Abrams, Dilworth-Battle, Kelsey, Leong and Pike.

The Committee did not achieve a quorum but members present met with the staff, contractors and two members of the public. Ms. Debi Horen attended the meeting as did Mr. Garth Collins of the DPW.

The topics discussed were a proposed budget prepared by Esteves and Singsen earlier in the week. The budget is attached.

The Committee members present discussed the TPC's preparation for a discussion with the Board of Supervisors concerning the TPC's future scope.

The Committee members present discussed the five vacancies which will occur at midnight on January 31st. Esteves asked for an attendance report on incumbents who are seeking reappointment.

The members present adjourned at 5:15 p.m. The next meeting was set for January 21st.

BUDGET SUMMARY: 1988-89
TELECOMMUNICATIONS POLICY COMMITTEE
Draft: January 14, 1988

		GENERL 1987-88	ACCESS$ 1987-88	GENERAL$ 1988-89	ACCESS$ 1988-89
001	PERMANENT SALARIES-MISC:				
	*1/2 Time Snr. Mngmt Asst. or FT Senior Clerk-Typist	40,455		21,872	
060	MAND. FRINGE BENEFITS	11,103		6,687	
100	CONTRACTUAL SERVICES				
	**FT Municipal/Educ Coordntr.		29,327	30,500	
	FT Public Access Director		24,075		PA:31,000
	Signal Testing (1986 Funds)	20,871			
	Bi-lingual Survey (1986 funds)	21,690			
	Temporary Salaries (Typist for Andrea)		1,000		1,000
106	DATA/WORD PROCESSING (MAINT)				
	General Office	1,054		1,054	
	Public Access				PA: 500
109	OTHER CONTRACTUAL SERVICES	-0-		-0-	
	PA Producer Grants		500		
	PA Grants (FA FUNDS)		6,540		PA: 6,540
	MA Production Services				MA: 1,000
112	TRAVEL				
	NATOA, NCTA, NFLCP	3,000		2,500	
	Educational Access		2,500		-0-
113	TRAINING				
	Public Access Training (FA FUNDS)		6,000		PA: 6,000
	Muni Access Training				MA: 2,000
120	OTHER CURRENT SERVICES				
	1233 Postage	-0-		-0-	PA: 500
	1235 Subscriptions	900		500	
	1236 Printing: Not City	250	1,200	-0-	PA: 1,000
	1299 Other Current Svc. (Message Service)	1,100		300	
	PA Advertising				PA: 200

123	TELEPHONE				
	General Office:	1,800		1,080	
	Public Access:				PA: 1,200
130	MATERIALS & SUPPLIES				
	General Office	1,575		1,575	
	Public Access		558		PA: 1,000
	Municipal (Videotapes)				MA: 1,174
140	INSURANCE (FA FUNDS)		1,400		MA: 1,400
					PA: 600
144	MEMBERSHIP DUES	700		590	
146	RENTAL OF PROPERTY				
	CTPC Office***	7,140		2,865	
	Public Access Office				PA: 6,000
220	EQUIPMENT				
	Interactive Videotext System		6,338		
	Interactive Videotext System (FA)		5,000		MA: 5,000
	KALW Studio Upgrade (FA FUNDS)		13,909		EA:13,909
	Prod.Equip: Comm. College				EA:12,000
	Headend Equip: KALW		18,502		
303	REAL ESTATE DEPARTMENT	1,000		-0-	
350	REPRODUCTION	400		400	
351	CITY MAIL SERVICES	1,025		1,025	
555	SERVICES OF OTHER DEPTS		-0-		
	Production Grants to Depts:				MA: 7,000
	Reproduction Services				MA: 983
TOTALS:		114,063	117,849	70,948	100,006
Less Carryover:					
Signal test/Bi-lingual:42,561:		71,502			
1986 Fiscal Agent $: $32,849:			85,000		66,157
GRAND TOTALS			$157,502		$137,105

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* Incorporates expectation of move of staff to CAO's Office, eliminating duplication of regulatory staff functions.

**Formerly paid out of dedicated access funds.

***Transfer of staff to CAO or other office releases funds for current CTPC office

SUMMARY OF CTPC BUDGET REQUEST: 1988-89

GENERAL FUND:		
CTPC Staff:	28,559	
MA/EA Staff:	30,500	
Oper. Exp:	11,889	
Rent:	-0-	
SUBTOTAL:	70,948	
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Staff:	31,000	
Oper. Exp.	12,000	
Training	6,000	(carry-over)
Producer Grants	6,540	(carry-over)
SUBTOTAL:	55,540	
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Oper. Exp.	12,157	
Videotext	5,000	(carry-over)
Insurance	1,400	(carry-over)
SUBTOTAL:	18,557	
.2% FUND: EDUCATIONAL ACCESS		
C.CollegeProd:	12,000	
KALW STUDIO:	13,909	(carry-over)
SUBTOTAL	25,909	

GRAND TOTAL for 1988-89	70,948*	GENRL FUND	Last year:	71,502
	67,157	.2% FUND		85,000
	32,849			32,849
	170,954	Total 88-89		189,351

*Does not include $42,561 for Bi-lingual Survey and Signal Testing Funds carried over from 1986-87 fiscal year.

Note: the "FA" and $32,849 is money that was previously appropriated for the Fiscal Agents, turned over to the Controller, and held pending supplemental appropriation or new fiscal year appropriation.

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TELECOMMUNICATIONS POLICY COMMITTEE:
MEETING: FRIDAY, JANUARY 15, 1988 11:30 am
LOCATION: MAIN LIBRARY, COMMISSION RM.

AGENDA:

Report from Chair: Will Leong

Old Business:

MISSION STATEMENT (Objectives) (Action Item)
..planning year for CTPC

BUDGET (Action Item)
..follows CTPC plan

New BUSINESS

Viacom Report (Information)

Access Reports (Information)
..Educational
..Municipal
..Public

ANNUAL REPORT (Action Item)
..how to prepare

Ajournment

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CITY AND COUNTY OF SAN FRANCISCO

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TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF JANUARY 21, 1988

CALL TO ORDER AND ROLL CALL

The Acting Chair (Hal Layer) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street. Members present were: Esteves, Layer, Levitin, Pike, and Singsen. Members absent were Abrams, Dilworth-Battle, Kelsey and Leong.

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The published agenda limited the meeting to a discussion of the options for a change in the scope of the Committee's activities and the extent of its authority. The agenda was adopted. Approval of the December 10th minutes was deferred until the February meeting. The meeting of January 7th, which dealt with the budget, did not achieve a quorum.

PUBLIC COMMENT PERIOD

Professor Phil Brown and Ms. Amena Panni reserved their comments for the end of the meeting.

THE FINANCE COMMITTEE'S ACTION ON JANUARY 15th TO FREEZE A PORTION OF THIS FISCAL YEAR'S FUNDS

The Finance Committee held a three-day hearing which resulted in the freezing of $27.5 million in money appropriated for this fiscal year and recission of an additional $4.5 million. On January 15th, the Finance Committee moved to "reserve" $18,333 in Access Development (0.2%) funds thus impounding the Gordon/Torrice contract payments as of mid-March. The Clerk of the Board persuaded the Finance Committee not to include Dick Hoss in the freeze upon condition that he will be transferred during this fiscal year.

The TPC discussed the adverse effect which loss of staff would have on accomplishment of its goals. The discussion included the methods by which the "reserve" could be rescinded,

including a vote by six members of the Board to delete the action from the recission/reserve ordinance; and what will happen to the office space if staff is removed. Members discussed the fate of unspent access development funds and concluded that they would be used to balance the General Fund budget.

MOTION: The TPC authorizes the Acting Chair to write a letter to the Board and to the Clerk of the Board requesting that the Finance Committee's action be referred to the Rules Committee for a discussion of the policy implications of eliminating the TPC program. The letter is to request the Board to rescind the Finance Committee's motion to reserve $18,333 in Access Development and Training Funds. Seconded and unanimously carried.

Reappointments to the Committee

The terms of Abrams, Esteves, Kelsey, Leong and Singsen expire at midnight on January 31st. The Committee agreed that the Rules Committee must be notified as to who wants to be reappointed because the five vacancies are likely to be considered on February 9th.

Options for a Change in the Scope of the Committee's Activities and the Extent of its Authority

Esteves reported that he has developed some change-of-scope related motions for the TPC's consideration and expressed the opinion that it is in the public's interest to have a citizens' committee evaluate operation of the franchise and assist in access development. He distributed a two-page document which included a six-point review of the TPC's duties; a three-point discussion of other function specified in Resolution #228; and a four-point discussion of access development.

Michael Singsen distributed a five-page revision of his proposal to reform the City's relationship to Viacom (dated 1/20/88).

The Committee proceeded to use the Esteves document as a format for discussion of the TPC's scope and commented on it point-by-point. The results are summarized in Appendix A which was prepared by Connie Brand Gordon.

A Discussion of Funding

The Committee proceeded to discuss the amount of funds which should be available to the TPC. Singsen said that he

disagrees with the Committee's notion that it could not ask for more money and proposed freeing the access development groups to ask for the funding they need. The ensuing conversation included the following:

An inquiry as to whether or not the Public Access sector has been seeking funds or intends to seek funds from the Hotel Tax Fund and from the Arts Commission.

Whether or not the Board can be persuaded to raise the access development % to an amount higher than 0.2%.

Whether or not the franchise should be amended to state that access development funds should be divided equally among the three access sectors and not according to an annual plan submitted by the TPC.

Whether or not the Board of Supervisors wants to deal with three separate access groups rather than through the annual TPC proposal which is required by Section 8A of the franchise.

Whether or not the Finance Committee's freeze portends an action which will cut off the 0.2% allocation in future years.

Whether or not the three access development sectors are at the same stage of development (e.g. having a channel and a studio presently operating); and whether or not a disparity in resources on hand will lead to an inequitable division of access development funds.

Comments at the Conclusion of the Meeting

The Committee agreed that it was not prepared to vote on proposals which had just been received. Connie Brand Gordon was authorized to write a document describing the points covered and areas of agreement/disagreement.

Public Comment

Professor Phil Brown commented on the need for a unified approach but felt that such an approach does not preclude various access groups from going through a sponsor to ask the Board for additional funds. He noted that the SFUSD is expected to acquire a TPC funded headend this year.

Ms. Amena Panni, from a Health Department District Health Center, commented on the access community's need to approach the Board with a single proposal.

Adjournment

The Committee adjourned at 6:00 p.m. The next meeting was set for February 4th.

PROPOSED DUTIES OF THE CITIZENS' TELECOMMUNICATIONS POLICY COMMITTEE

AREAS OF CTPC CONSENSUS IN DISCUSSION OF 1/21/88

Members present at CTPC meeting 1/21/88 were Hal Layer, Sue Levitin, Michael Singsen, Roberto Esteves, and Emily Pike.

Bold-faced items are CTPC duties assigned by Ordinance #541-80. Lettered items are the agreements reached by the members present.

1. Conduct an annual poll of cable subscribers.
2. Conduct an annual sample poll of non-subscribers.
   A. Viacom would be responsible for marketing surveys.
   B. CAO staff would be responsible for surveys specified by the Board or CTPC.
   C. Results and findings of polls would go to the CTPC, CAO, and the Board of Supervisors.

3. Consult with community leaders and representatives.
   A. CAO would be responsible for community consultation if deemed appropriate by the CAO.
   B. CTPC would be responsible for consulting with the community: to ascertain satisfactions with cable service; requests for change; and evaluation of access channels' operation in relationship to community need.

4. Review all consumer complaints and the cable company's response to complaints.
   A. CAO would handle all complaints and reporting of complaints.
   B. Unresolved complaints only would be reported to the CTPC for review and analysis, not resolution.
   C. CAO staff would handle formal requests for information regarding Viacom.

5. Review the construction plan and compliance with it.

   A. CAO would have primary responsibility for review and monitoring of compliance with the construction plan and wiring requirements.
   B. CAO would assist Viacom with relations with other City agencies.
   C. CAO would have authority to negotiate new areas of construction.
   D. CTPC would review new housing areas to be incorporated into franchise by amendment, and be authorized to make recommendations to the City.

PROPOSED CTPC DUTIES (CONT.)

6. Analyze the state-of-the-art in cable technology including telecommunications construction, reception, and program equipment and resources.

A. CAO would have responsibility for receiving and investigating complaints about technical problems, and contracting services to provide technical expertise.
B. CAO would have responsibility for review and analysis of technical standards because CAO would have staff and funding support to do so.
C. CTPC would receive all reports for review and all recommendations pertaining to cable television, but have no direct line responsibility for Viacom's compliance with franchise obligations.

Bold-faced items are modified duties assigned by Resolution #228-83. Lettered items are the agreements reached by the members present.

1. Recommend franchise revisions to the Board of Supervisors as needed every three years.

A. CTPC would be authorized to make recommendations every three years on franchise revisions to CAO, Board of Supervisors, or Mayor.

2. Analyze the use of the 52 channel system to be made operational in 1989 and report to the Board at the end of 1990.

A. Language is too vague; needs to be more specific if to be included as a duty of the CTPC.

3. Analyze Public/Educational/Municipal/Leased programming with regard to public interest, convenience, necessity, and demands.

A. CTPC would have responsibility for this area.

AREAS OF DISAGREEMENT:

1. Future CTPC role in control or expenditure of City funds.

2. CTPC role in analysis of the use of the 52 channel system, and reporting responsibility.

PROPOSED CTPC DUTIES (CONT.)

NEEDS FURTHER DISCUSSION:

Proposed CTPC responsibilities for access (Esteves):

1. Advise on the establishment and operation of an educational channel, adjudicating policy issues among users or the public when necessary.

2. Advise on the establishment and operation of a municipal channel, adjudicating policy issues among users or the public when necessary.

3. Advise on the operation of the public access channel and the Public Access Corporation.

4. Report annually to the Board and CAO on the status of access development and operations.

Other items for discussion/clarification (Singsen):

5. CAO oversight of all franchise terms, including monitoring Viacom's timely and complete payment of all franchise and access development fees.

6. CTPC authority to investigate and advise the Board of Supervisors on all cable-related issues.

7. City funding mechanism for public, municipal, and educational access.

Submitted by C. Brand Gordon
1/29/88

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TELECOMMUNICATIONS POLICY COMMITTEE

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A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF FEBRUARY 4, 1988

CALL TO ORDER AND ROLL CALL

The Chair (Will Leong) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street. Members present were: Esteves, Layer, Leong, Levitin, Pike, and Singsen. Members absent were Abrams, Dilworth-Battle, and Kelsey.

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The published agenda was adopted after two items were added: a discussion of the contents of the annual report; and an action item requesting approval of the production budget for a conference on jail overcrowding. The January 7th and January 21st meeting minutes were approved.

PUBLIC COMMENT PERIOD

Ms. Debi Horen of the Municipal Railway reserved her comments for the end of the meeting.

THE VIACOM CABLEVISION REPORT

Sue Levitin introduced Mr. Michael Willett, Viacom's Commercial Operations Manager who deals with multiple-unit buildings. Mr. Willett reported that wiring of tenants in buildings with seven or more units is subject to an agreement with the managers. Managers who have withheld permission to wire have affected 20,000 units. Mr. Willett's fifteen minute presentation included a discussion of the inclusion of certain new developments such as South Beach and Clementina Towers;

a description of problems found in condominiums such as denial of rights-of-way within buildings; and reference to an instance wherein a building contractor used defective wire for cabling the building's interior.

EXPIRED TERMS OF OFFICE

The terms of Abrams, Esteves, Kelsey, Leong and Singsen expired on January 31st. The Chair predicted that the Rules Committee will not consider reappointments at its February 9th meeting. The ensuing discussion included whether or not members with expiring terms should be left to their own resources in reapplying for appointment or whether staff should write a letter of intent, as was done, to assure members of being calendared. The Committee discussed Rule 1.9 which provides that members who have missed more than three meetings in a twelve-month period "may possibly not be recommended for reappointment" but took no action.

APPROVAL OF THE FY 1988-89 BUDGET REQUEST

MOTION: The TPC approves the budget as presented on January 7th. The Chair and Executive Committee are empowered to negotiate budget details with the Rules Committee and Board of Supervisors. Seconded and carried.

Michael Singsen cast a dissenting vote and made a comment to the effect that the TPC is unwilling to ask for the money required to support the programs which it has developed and has not ascertained whether or not the self-imposed limit is realistic.

THE RULES COMMITTEE AND THE COMMITTEE'S FUTURE SCOPE

The members engaged in an extended discussion of the Committee's timetable for meeting with key City officials for resolution of the scope issue and then moved on to the need for developing a consensus document which will present the TPC's views on its future scope.

MOTION: The Committee supports the transfer of the TPC, along with all of its regulatory functions and its access development and management functions to the CAO's office with the possible except of responsibility for public access and the non-profit S.F. Community Television Corporation which will seek an alternative city department to act as its fiscal agent to avoid potential First Amendment complications. Seconded and carried.

MOTION: Not withstanding the previous motion, the TPC states that it shall continue to fulfill its policy function regarding access development budgets. Seconded and carried.

OLD BUSINESS

The timeline for submission of the Three-Year Window Period recommendations was on the published agenda and the annual report was added. The two topics became intertwined because of a proposal to submit franchise revision recommendations as part of the annual report. Esteves noted that the window-period findings document is dated 10/30/86 and suggested that unresolved window-period requests be referred to the Board of Supervisors for consideration. Singsen reported that the public access discussions are virtually completed. The ensuing discussion included expressions of opinion as to whether or not the two documents should be combined. The Chair asked the staff to place the annual report on the March agenda.

NEW BUSINESS

MOTION: The TPC responds to a request by Supervisor Walker and Sheriff Hennessy to videotape "East meets West: A Conference on Jail Overcrowding" on February 16-18 by authorizing the use of up to $1,000 from carried-over General Funds. Seconded and carried.

MOTION: The TPC responds to the loss of use of the Harvey Rose Corporation duplicating machine by authorizing staff to use carried-over General Funds to lease a copier. Seconded and carried.

The Chair set the next TPC next for February 10th at 11:30 a.m. The Committee adjourned at 6:00 p.m.

SUMMARY OF CTPC BUDGET REQUEST: 1988-89

GENERAL FUND:

CTPC Staff:	28,559	
MA/EA Staff:	30,500	
Oper. Exp:	11,889	
Rent:	-0-	
SUBTOTAL:	70,948	

.2% FUND: PUBLIC ACCESS:

Staff:	31,000	
Oper. Exp.	12,000	
Training	6,000	(carry-over)
Producer Grants	6,540	(carry-over)
SUBTOTAL:	55,540	

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Videotext	5,000	(carry-over)
Insurance	1,400	(carry-over)
SUBTOTAL:	18,557	

.2% FUND: EDUCATIONAL ACCESS

C.CollegeProd:	12,000	
KALW STUDIO:	13,909	(carry-over)
SUBTOTAL	25,909	

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	67,157	.2% FUND		85,000
	32,849			32,849
	170,954	Total 88-89		189,351

*Does not include $42,561 for Bi-lingual Survey and Signal Testing Funds carried over from 1986-87 fiscal year.

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	PA Advertising				PA: 200

123	TELEPHONE				
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A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF FEBRUARY 10, 1988

CALL TO ORDER AND ROLL CALL

The Chair (Will Leong) called the meeting to order at 11:30 a.m. at the Committee's office at 1182 Market Street. Members present were: Esteves, Leong, Levitin, and Singsen. Members not present were Abrams, Dilworth-Battle, Kelsey, Layer, and Pike. Advisory Committee members present were Phil Brown and Sheri Hutson.

SPECIAL ORDER OF BUSINESS

The February 4th meeting concluded with announcement of a meeting on February 10th to review developments at the Rules Committee meeting on February 9th and to reach conclusions as to the future role of the TPC and the attendant budgetary ramifications of a change in scope and location.

The Chair (Will Leong) reported that the Rules Committee has deferred action of the TPC items which were calendared. He said that his meeting with CAO Rudy Nothenberg was now scheduled for February 17th. Members discussed Board President Nancy Walker's comments on the possibility of using General Fund money for a PIO (Public Information Officer) position; and also discussed the future use of 0.2% proceeds; what the TPC's General Fund request should include; and the uses to which carried-over funds could be put.

Members agreed that the TPC should avoid having competing spokesmen at Board meetings and that dissent expressed there would affect the TPC's credibility.

The Chair called upon TPC members; advisory members; staff and contractors to express their views on the future role and location of the TPC and the budgetary shifts required. Comments were made to the effect that the 0.2% Franchise Fee should be exclusively utilized for the purpose of funding Educational, Municipal and Public Access Development Activities.

Members agreed that, effective July 1, 1988, the position of Senior Management Assistant will be discontinued from the CTPC budget and supported the notion that the CTPC should support the re-classification of the Senior Management Assistant position to Public Information Officer. Some General Fund monies should be allocated to fund a part-time Senior Clerk/Typist to provide CTPC support in whatever office the TPC is relocated.

The group acknowledged that no General Fund monies will be available for access development activities. The CTPC should also explore the feasibility of recommending the increase of the 0.2% for access development activities.

The Chair (Will Leong) said that he will use today's remarks to develop a written presentation to the TPC for action on February 18th.

The Committee adjourned at 1:00 p.m. The TPC will meet next on February 18th at 4 p.m.

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T45
#2
2/18/88

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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MINUTES OF THE MEETING OF FEBRUARY 18, 1988

CALL TO ORDER AND ROLL CALL

The Chair (Will Leong) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street. Members present were: Abrams, Esteves, Layer, Leong, Levitin, Pike, and Singsen. Members absent were Dilworth-Battle and Kelsey. Dick Hoss and the contractors Connie Brand Gordon and Andrea Torrice were present.

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The agenda was adopted after the Committee agreed to a request by Esteves that the Committee add an agenda item dealing with the attendance-at-meetings issue.

PUBLIC COMMENT PERIOD

Debi Horen and Terry Langlois deferred their comments to the end of the meeting.

A REPORT BY THE COMMITTEE CHAIR

Will Leong reported that he and Sue Levitin met with CAO Rudy Nothenberg on February 17th to discuss the TPC's resolution supporting the transfer of the TPC and its regulatory and access development functions to the CAO's office. Mr. Nothenberg said that he will write a letter setting forth his views on the matter and that he will study any additional information that the TPC sends him.

The Committee discussed the possible contents of a written presentation to the CAO and concluded that Mr. Nothenberg should be provided with more specific information on the TPC's access development plans.

MOTION: The three access development subcommittees shall translate their three-year plans into an MBO format within two weeks. The TPC shall form an ad hoc committee to recommend how to deal with regulatory matters. Seconded and carried.

The Chair designated Emily Pike as the Ad Hoc Committee Chair. Pike called a meeting for February 23rd.

The Chair's Memo of February 16th
Concerning the Budget and Funding Sources

The Chair then opened a discussion of a one-page memo (attached) which he wrote to the Committee concerning the FY 1988-89 budget. He reported that the Rules Committee deferred approval of a TPC budget pending a decision as to the future role of the TPC. Leong then asked the Committee to discuss the four items included in the memo.

Item (A), a proposal that the 0.2% proceeds be exclusively used for funding Educational, Municipal and Public Access, was taken up first. The Committee debated the practicality of asking for an increase in the formula and then adopted a resolution.

MOTION: The TPC recommends that the access development formula be increased to 0.3% to be divided in equal shares among the educational, municipal and public access development sectors. Seconded and carried. Esteves, Layer, Levitin and Pike voted for the motion. Abrams and Singsen abstained and Leong voted against the motion.

The Committee decided not to act on items (B), (C) and (D) which pertain to use of general funds to pay for civil service positions. The Chair announced that he will meet with President of the Board Nancy Walker and other concerned parties on February 19th.

THE ATTENDANCE-AT-MEETINGS ISSUE

Roberto Esteves requested that members who have not attended recent emergency meetings or who otherwise have poor attendance records be contacted to discuss the extent of their commitment to the TPC. The Chair said that he will contact the members who fall within that category.

ADJOURNMENT

The Committee adjourned at 5:25 p.m. It will meet next on March 16th at 4 p.m.

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

February 16, 1988

MEMO TO: Telecommunications Policy Committee Members
FROM: Will Leong
RE: FY 1988-89 Budget

The Board of Supervisors has adopted a motion to submit to the Mayor its FY 1988-89 Budget of all its divisions of the Department other than the Citizens' Telecommunications Policy Committee (CTPC).

On Tuesday, February 9, 1988, the Rules Committee of the Board of Supervisors decided to continue the CTPC budget pending further discussions and deliberations. Similarly, the matter of re-appointments and/or new appointments to the CTPC was also delayed.

In light of the on-going discussions (over the past three months) regarding the future role of the CTPC and the attendant budgetary ramifications, I have attempted to consolidate our discussions into action items for CTPC review and adoption at the February 18th meeting.

(A) The 0.2% Franchise Fee should be exclusively utilized for the purpose of funding Educational, Municipal and Public Access Development Activities.

(B) Effective July 1, 1988, the position of Senior Management Assistant be discontinued from the CTPC budget.

(C) The CTPC supports the re-classification of the Senior Management Assistant position to Public Information Officer. Accordingly, General Fund monies previously appropriated (including fringe benefits) for the Senior Management Assistant position be made available to subsidize the Public Information Officer in an amount not to exceed (including fringe benefits) $50,000.

(D) Approximately, $20,800 in General Fund monies be available to fund a part-time Senior Clerk/Typist to provide CTPC support.

It should be noted that no General Fund monies will be used for access development activities. The CTPC should also explore the feasibility of recommending the increase of the 0.2% for access development activities.

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CITIZENS TELECOMMUNICATIONS POLICY COMMITTEE

Notice of Meeting [Agenda]

The Citizens Telecommunications Policy Committee will meet on September 22, 1988 at 4:00 P.M.

Location: Far West Labs Building
1855 Folsom Street
Room 546A - Fifth Floor
(Public Access Conference Room)

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MEETING ANNOUNCEMENT:
CITIZENS' TELECOMMUNICATIONS POLICY COMMITTEE

Thursday, October 27, 1988
4PM: Main Library's Lurie Room

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AGENDA:

On-going Operations/Structure of CTPC

Report of Access:
- Public Access (Development of Non-Profit Corporation)
- Municipal Access (Roberto Esteves, Connie Brand)
- Educational Access (Hal Layer, Connie Brand)

Franchise Document:
- Progress Report (Will Leong)

Budget: 1989-90
- CTPC (General Fund)
- Access Development Fund

NEW BUSINESS:

SF
745
F6
12/9/88

[SF]

MEETING ANNOUNCEMENT:
CITIZENS' TELECOMMUNICATIONS POLICY COMMITTEE

FRIDAY, DECEMBER 9, 1988
NOON: Main Library's Commission Room

AGENDA:

Report from Chair:

Duties/Operations of CTPC defined by statute

Discussion of Activities for FY 1989-90

Budget Development
Request for General Funds
Request for Access Development Funds

Report of Access:
Public Access (Development of Non-Profit Corporation)
Municipal Access (Roberto Esteves, Connie Brand)
Educational Access (Hal Layer, Connie Brand)

Viacom Report

NEW BUSINESS:
Conflict of Interest Code

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DRAFT MINUTES: Citizens' Telecommunications Policy Committee
12/9/88

Present: Esteves, Herzstein, Layer, Levitin, Singsen (late)

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Absent: Kelsey, Leong, Pike, Williams

Observers: Regina Sneed, Connie Brand

PUBLIC ACCESS:

Regina Sneed, from the National Lawyers Guild made a presentation on the Community Television Access Corporation. Although there is $10,000 in the bank, $28,000 has to be raised over the next six months to get the matching funds from the City for operating expenses. Hope is that once a fundraising plan has been adopted, the city will waive the matching fund requirement.

MUNICIPAL REPORT:

Connie Brand reported on the 16 applications for video/cable production summitted by various City agencies. Only 11 "grants" of $1,000 each are available and the Muni Cable Advisory Panel will be making its determinations on 12/21.

Roberto presented the draft budget for Municipal Access Development: Full-time coordinator (Connie's position) as a salaried position under the Board; full-time cable channel operator (clerical), Time base corrector, VHS playback unit, Production funds ($11,000), and Training funds ($1,000).
CTPC members questioned the feasibility of having general funds fund any new positions in light of the projected $72,000,000 deficit facing the City next year.

EDUCATIONAL ACCESS:

Connie announced a pending meeting with two KALW staff regarding programming the Educational Access station. Committee members expressed concern regarding turning on the channel without adequate programming; and the avoidance of programming conflict with SF State (who has memberships in SCOLA, provider of foreign language news and features, and in NCTV, provider of academic programming.

DUTIES OF CTPC:
Stanley Herzberg Moved, Seconded by Roberto, Passed Unanimously:

THE CTPC SHOULD CREATE A MISSION STATEMENT AND WRITE DOWN REASONABLE, CLEAR OBJECTIVES (WHAT IS TO BE ACCOMPLISHED, WHEN, BY WHOM) FOR A ONE YEAR PERIOD BEGINNING JANUARY, 1989.

Members should read the materials prepared by Will Leong and prepare to list objectives at the next meeting.

VIACOM REPORT

All new construction is complete! The 1981 wiring plan has been fully implemented. In response to the question whether all

residential areas are now wired, Sue Leviting responded that the shifting of commercial to residential and vice-versa makes fully wiring every residential area impossible. Viacom attempts to enter any new residential area when obvious.

Rebuild Report: The first rebuild report was made:
Outer Richmond was begun, to be completed 1st quarter of '89
Haight has been begun, to be completed 1st quarter of '89
Sunset, to start next week, to be completed 2nd quart. of 89

52 Channel Operation:
Question was made as to when Viacom would consider turning on the full 52 channel operation. Commitment was made to have this issue discussed more fully at a future meeting.

NEXT MEETING:
Scheduled for NOON, FRIDAY, JANUARY 15, 1989
MAIN LIBRARY, COMMISSION ROOM

There being no other business; meeting was adjourned at 1:50pm

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CITIZENS' TELECOMMUNICATIONS POLICY COMMITTEE
Minutes: January 13, 1989

A QUORUM was established at 12:10 pm.

Present: Roberto Estevez, Stan Horstein, Hal Layer, Sue Levetin, Michael Singsen

Absent: George Kelsey, Will Leong, Emily Pike, Yulanda Williams

MUNICIPAL ACCESS:

The recommendations for the expenditure of the municipal production funds were forwarded to John Taylor.

The MCAP passed a motion asking Mr. Taylor for the balance of funds in the Access Development Budget

The MCAP also asked the CTPC to pass a motion asking Viacom to give an ongoing amount of deposit to the CTPC>
MOTION: VIACOM WILL PROVIDE QUARTERLY REPORTS TO THE CTPC REGARDING THE FUNDS BEING CONTRIBUTED TOWARD THE ACCESS DEVELOPMENT FUNDS (PUBLIC, EDUCATIONAL, MUNICIPAL ACCESS)

EDUCATIONAL ACCESS:

Hal reported that the microwave link between City College and SF State is functioning without a hitch. The telecourses have begun and the enrollment is higher than expected.

Hal confirmed that the Unified School District has delayed its anticipated turn-on date until August, not February as originally planned.

Mr. Del Solar will be writing letter giving new date. He also requested a current list of schools wired which Sue is compiling.

PUBLIC ACCESS:

Harriet Moss was introduced as the new Executive Director of the SFCTC (SF Community Television Corp.) We will have a monthly report from the SFCTC. The SFCTC is looking at SF Foundation for operational funds and the Hotel Tax Fund. They will also be developing individual donors in the future.

REAPPOINTMENTS:

Roberto E to check on pending appointments (See attached action by the Board of Supervisors)

PLANNING SESSION

Stanley H. distributed a list of objectives
Roberto E. reviewed an additional list
Both lists will be distributed to the Committe for further review next month.

ANNUAL REPORT

Members will have to share in its preparation:

Roberto: Muni Access
Hal: Educ. Access
Michael: Public Access
Will L: Overall Issues

Should follow last year's format (Connie Brank pointed out that no annual report was submitted last year!)

A draft should be prepared by the next CTPC meeting

Budget:

We should ask John Taylor for funds for photocopying, postage, and letterhead.

VIACOM REPORT:

All rebuild on schedule or even early. Deadlines are listed on the map quarterly. Roberto will keep CTPC copy of the map and bring it to meetings.

NEXT MEETING: Friday, January 10, 1989 Noon
Main Library: Commission Room

Submitted by:

Roberto Esteves, Chair

GOALS FOR THE CITIZEN TELECOMMUNICATIONS POLICY COMMITTEE, 1989

1. Survey cable viewers on their goals and interest in PEG (Public, Educational, Governmental) channels. This information could be used to recommend increased allocation of public funds where appropriate.

2. Start to develop a plan so that San Franciscans will have access to best cable technology in the future (i.e. a 100 station cable system).

3. Develop a plan to give more public visibility to the CTPC.

4. Develop a program of internship with local colleges to assist with research for local government on telecommunication policy.

5. Survey other major metropolitan areas to find if they are able to obtain "special fees " or " non-fee services" from their cable operators, which are outside of Federal rate restrictions.

6. Broaden scope of the committee beyond cable television. Increase the education of the Board as to the importance of telecommunications for the city of San Francisco.

CTPC OBJECTIVES:

Evaluate SF rates in relation to other communities
Examiner, Jan 3, says $14.52 is average for 35 channel system.

Identify major constraints to the operation of:
Municipal Access Channel
Educational Access Channel
Public Access Channel

Develop plan for "consulting with community leaders & representatives" re cable tv, eg. Neighborhood associaitions

Analyze the state-of-the-art
Request signal testing of rebuild/new build system

Prepare annual report

Office of the Clerk of
BOARD OF SUPERVISORS
City Hall

San Francisco, California

To: Citizens Telecommunications Policy Committee
c/o Roberto Esteves
Secretary to CTPC
Main Library
Civic Center

Your attention is hereby directed to the following passed by the Board of Supervisors of the City and County of San Francisco:

FILE NO. 92-88-48. RESOLUTION NO. 48-89

[Appointment]
APPOINTING MEMBERS TO THE SAN FRANCISCO CITIZENS TELECOMMUNICATIONS POLICY COMMITTEE.

RESOLVED, That the Board of Supervisors does hereby appoint the hereinafter designated persons to serve as members of the San Francisco Citizens Telecommunications Policy Committee, pursuant to the provisions of the San Francisco Administrative Code, Section 11.41, for the terms specified:

Dr. Harold Leyer, vice himself, term expired, for a two-year term ending February 1, 1991.

Emily Pike, vice herself, term expired, for a two-year term ending February 1, 1991.

Susan Levitin, vice herself, term expired, for a two-year term ending February 1, 1991.

Yulonda Williams, vice herself, term expired, for a two-year term ending February 1, 1991.

STATE OF CALIFORNIA
City and County of San Francisco

CLERK'S CERTIFICATE

I, John L. Taylor, Clerk of the Board of Supervisors of the City and County of San Francisco do hereby certify that the annexed Resolution No. 48-89 is a full, true and correct copy of the original thereof on file in this office.

IN WITNESS WHEREOF, I have hereunto set my hand, and affixed the official seal of the City and County this 23rd day of January, 1989

John L. Taylor
Clerk of the Board of Supervisors
City and County of San Francisco

By Jean Fuss

SF Telecommunications Policy Committee
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CTPC MINUTES: February 10, 1989

Attendees: Roberto Esteves, Sue Levetin, Emily Pike, Stanley Herzstein

Absent: Will Leong, Michael Singsen, Yulanda Williams, Hal Layer, George Kelsey

Observer: Connie Brand

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There was no quorum for the meeting.

VIACOM REPORT:

The following amounts of money have been given to the city for the Access Development Fund:

June 20, 1989	$19,248.58
Sept 2, 1989	$20,113.35
Dec. 19, 1989	$21,041.01

Rebuild:

Sunset I: Ahead of schedule
Sunset II &
Sunset III: Applying for underground permits/design is completed.
Haight II: 99% completed
Haight III: 75% completed
Mission I,II: Design begun
Silver I, II: walk out begun, design begun
YB Extension (Moscone/South Beach): Rule 28 area; will begin in a couple of weeks.

Committee comments:

Stanley asked for the value of access to undergrounding rights to Viacom since the phone company and PG&E can dig up anytime. He also questioned the city's (DPW) waste of money reviewing plans mandated by the Board of Supervisors.

Sue responded that the utilities are considered essential and the need for digging up streets an emergency stituation. The DPW approval process is an on-going problem for Viacom and is a issue that consumes a major portion of her time. No idea for resolution of the problem has been discovered; all ideas accepted.

Sue remarked that instead of digging up streets, Viacom sometimes tries to dig up sidewalks, but this can only be done where there is earth, not sub-basements under the sidewalks.

Billing Cycle

Viacom will begin billing half the City (approximately the southern half) in the middle of the month. CTPC member may hear some complaints from people confused about getting two bills in

March.

General Manager

Roberto asked who was the new General Manager of Viacom. He worked from 7-9 years as the Regional Finance Manager and has had extensive non-profit organization experience.

Sue then reviewed the upcoming Viacom promotion for the Mayor's Office on Homelessness Awareness, which will tie in with the HBO Comedy Relief upcoming fundraising appeal.

MUNICIPAL ACCESS:

The MCAP committee has recommended to split the coordinator position into two half-time positions: one for a half-time municipal channel operator, the other half-time the municipal coordinator.

The channel should be operational no later than January, 1990, perhaps even sooner.

The character generator (Amiga 2000) has been received and bugs being worked out. Sue asked for a letter acknowledging that the agreement from 1980 whereby Viacom would provide a CG to the Municipal operation has been fulfilled. Connie will draft such a letter for signature by John Taylor

Connie gave a brief review of some of the upcoming inter-departmental productions.

MISSION STATEMENT AND OBJECTIVES:

Stanley H. asked that Sue, Roberto and he meet as an ad hoc committee to prepare a mission statement and objectives for the committee to review at the next meeting. Phone and fax will be the primary communication mode.

ELECTION OF OFFICERS:

A request was made to have election of officers at our next meeting.

ANNUAL REPORT:

A draft of the annual report should be prepared by the next meeting:

Roberto: Municipal
Michael: Public Access
Hal: Educational
Will: Overall issues (franchise, etc)

MEETING DATE:

The next meeting is scheduled for Friday, March 17, 1989 at Noon at the Viacom Offices, 2055 Folsom (near 16th Street)

5/89 [SF] [MINUTES]

CITIZENS' TELECOMMUNICATIONS POLICY COMMITTEE: SEPT 15, 1989

Attendance: Esteves, Herstein, Layer, Levetin (1/2 hr. late), Leong (1/2 hr. late)

Absent: Pike, Kelsey, Williams

Observers: Debbie Horen, SF MUNI,
Ann Mundy, Municipal Channel Coordinator

Municipal Report: (Roberto Esteves)
Roberto announced that the Library has won the first place award for outstanding cable access programming in three categories at the BACE (Bay Area Cable Excellence) Awards Ceremony: Governmental Programming, Educational Programming, Technical Excellence.

Supervision of the Municipal Cable Coordinator was "work-ordered" over to Municipal Railway by John Taylor, Clerk of the Board through a Memo of Understanding:

ACTION ITEM:
As a result of Hal Layer & Stan Herstein's concerns it was MOVED, SECONDED & PASSED: Request John Taylor to copy the Vice Chair of the CTPC with all PEG communications including documents, reports and MOU's. MSP

Roberto then introduced Ann Mundy, the new coordinator of the Municipal Channel who briefly reported on the donation of 3/4" equipment from the Examiner, the recruitment under way for a part-time channel operator, and the pending replacement of the hard disc drive for the Amiga computer.

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VIACOM REPORT (Sue Levitin)

Quarterly Building Report: Wiring on schedule or ahead.

ACTION ITEM:
At Roberto's request, Sue will find out if San Francisco will have the most complete urban 400 MHz system in the country at the end of 1990.

New Programming:
Turner Network Television placed on Channel 24, Disney Channel moved to channel 0.

Pacific Sports Network (Chronicle-sponsored) is sharing Channel 36 with the Shopping Channel, which is also being cablecast full time on Channel 37 to all new & rebuilt areas (400 MHz areas). This programming specializes in Collegiate & Pro Sports (Bay Area).
...CTPC asked MCAP (Muni Access Panel) to look into feasibility of coverage of high school & community sports over

cable tv (RE reported such coverage was common in communities such as ??Torrance).

Rock-cutter Moratorium

Sue Leviting shared the notice from DPW creating a moratorium on use of Rock-cutters on City streets, the primary tool used by Viacom in effecting the 400 MHz system rebuild. The effect of this moratorium will definitely be higher costs to rebuilding the remaining system and perhaps delay in completion of the construction.

ACTION ITEM:
As a result of the committee concern to express the community's interest in a timely completion of the system, it was MOVED, SECONDED & PASSED:
THE CTPC AUTHORIZES THE CHAIR TO DRAFT A LWTTER TO DPW & OTHER AUTHORIZED EXPRESSING CONCERN OVER THE RESTRICTION OF THE MORATORIUM AS IT RELATED TO THE CABLE REBUILD OF THE SYSTEM.

SSI RATE:

Sue reported that with the expansion of SSI from Senior to all SSI, that as of August 23rd, 2,281 individuals subscribed to cable tv utilizing the special SSI "life-line" rate.

ACTION ITEM:
Several members expressed interest in an overall "Senior Discount Policy". Stan will check with Joyce Ream, Commission on Aging; Sue will look into other systems' handling of this issue; Hal suggested free installation. Stan H. & Will L. will form subcommittee.

AIDS HONORS:

Viacom has been invited to be a speaker at the National AIDS Conference as a model of business involvement in the issue as a result of their weekly show, "Helping Hands".

Viacom is also being honored at the Alliance Civic Awards for its AIDS programming.

The AIDS Foundation Newsletter will soon be carrying an interview re. Viacom involvement in AIDS education and fund-raising.

NATOA:

Sue reported on a recent attendance at the National Association of Telecommunications Officers and Advisors Conference. She identified three issues raised at the conference:

1/ Concern over telephone companies entering into cable market
2/ Pending legislation regarding reintroduction of rate regulation.
3/ Policy oversight beyond cable tv:
...eg. Other companies crossing public right of way without

franchise or fee payment (for example, satellite tv provider at Fillmore Center.)

ACTION ITEMS:

1. MOVED, SECONDED & PASSED: CTPC ask John Taylor to reconstitute City's membership in NATOA, with 9 copies of the newsletter distributed to members.

2. STAN (Chair), HAL & Roberto to constitute an an-hoc committee to look at "crossing rights of way".

ATTENDANCE:

A motion to send a letter to all member regarding ascertainment of interest in the work of the committee was withdrawn.

The secretary was asked to compile an yearly attendance summary, to be included in the next set of minutes.

PUBLIC ACCESS:

No report, but it was noted that a new Executive Director has been hired and the match has been decreased for one year.

ATTENDANCE RECORD:	1/13/89	*2/10/89	4/21/89	*6/89	9/15/89	12/89	*3/90
Esteves	X	X	X	X	X	X	X
Herzstein	X	X	X		X	X	
Layer	X		X		X		
Levetin	X	X	X	X	X	X	X
Leong			X	X	X	X	
Kelsey							
Pike		X		X			
Singsen	X						
Williams							
Post (began 9/89)					X	X	

* NO QUORUM

[SF] [Telecommunications Policy Committee]
[MINUTES]

CTPC: DECEMBER 8, 1989

Attending: Roberto Esteves, Stan Herzstein, Will Leong (25 min late), Sue Levetin (15 min late), Linda Post

Absent: Emily Post (called), Hal Layer (called), Emily Pike, Yulanda Williams

Guest: Martha Stuart

MSP: Adopt minutes

Introduction of Martha Stuart, Exec. Dir. of SFCTC as of 10/89

VIACOM REPORT:

Wiring Plan

Sunset: completed
Mission II: completed
Mission I: will be complete by end of Dec.
Silver I: on schedule
Silver II: on schedule
Marina: using the rock-cutter, tearing up streets now that there is a lot of construction work in Marina to avoid going back later. Should be done by 1st quarter, ahead of schedule

Channel 35: City College

Viacom has provided a Telecourse mailer for the monthly bill mailing.

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Earthquake Relief

Viacom contributed $75,000

SF AIDS Foundation

Viacom promotion raised $18,000 for the AIDS Foundation

V. will be the honored corporation the Foundation's Leadership Dinner.

Earthquake Effect

V. suffered very little earthquake damage (primarily at Ch. 6 & 25 when the sprinkler system ran all night). The system was up when the power came up.

The new FCC rule regarding signal duplication was reviewed for the committee.

MUNICIPAL ACCESS:

Roberto reported on the start of the new half time channel operator, the destruction of John O'Connell space, and the hope to start programming in the new fiscal year.

EDUCATIONAL ACCESS:

Daniel Del Solar explained to Sue Levetin that Ed. Access will be placed on the back burner for 1-2 years as a result of the earthquake.

There is an upcoming meeting at SF state on legal issues of programming on Channel 35.

PUBLIC ACCESS

Martha reported on the SFCTC making a bid for the Hemtown USA Festival.

A NFLCP conference was held Nov. 3-4-5 at the College of Marin. Sue and the former general manager of SF Viacom were speakers.

OLD BUSINESS:

Stan reported that there were severe problems of extending or lowering the senior citizens life line rate policy.

Rights of way. Sue will prepare written background to develop clearer strategy for Stan.

NEXT MEETING: MARCH 9:

OLD BUSINESS AGENDA:

1/ Will Leong to contact John re copying Vice Chair on all PEG communication (9/15/89 mins)

2/ Sue will find out if SF will have the most complete urban 400 mHz system in US (9/15/89 mins)

3/ Chair to draft letter to DPW re restriction on use of rock cutter (9/15/89 mins)

4/ Chair to ask J. Tayalor to reconstitute City's membership in NATOA (9/15/89 mins)

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CITIZENS' TELECOMMUNICATION POLICY COMMITTEE

MEETING ANNOUNCEMENT:
Friday, April 27, 1990
1pm: Main Library Lurie Room

AGENDA:
Orientation to CTPC
.History of CTPC (Roberto Esteves)
.History of Cable TV in SF (Sue Levetin)
.SF Community Television Corp. (Martha Schmidt)
.Municipal Cable Advisory Panel (Sybil Boutellier)
.Educational Access (Hal Layer)

Business Agenda:
Viacom Report
Funding Access Activities: 1990-91
Report on Board of Supervisors actions

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If you have any items to add to the agenda, would like changes or cannot attend, please contact:

Roberto Esteves
558-3471

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[SF]

MEETING MINUTES: CITIZENS TELECOMMUNICATIONS POLICY COMMITTEE
MEETING OF FRIDAY, MAY 18, 1990, 12:15PM, LURIE ROOM, MAIN LIBRARY

Attending: Esteves (Chair), Levitin (Secretary), Post, Rhett, Layer
Absent: Kravitz, Pike, Williams, Roberts (represented by P. Brown SFCC).

Guests: Martha Schmidt, SFCTC
Debbie Horan and Ann Mundy, Municipal Access

Minutes from previous meeting adopted without amendments.

ORIENTATION TO CTPC - History of Cable TV in S.F. - Levitin/Viacom
Franchise review - Estevez/Chair (re-scheduled for next meeting for benefit of new appointees).

Viacom Report: Re-Build in San Francisco (Levitin/Viacom)

1. Marina I - (deadline: end of 2nd quarter). Re-build has commenced on schedule.

2. Marina II - (deadline: end of third quarter). Due to Quake, re-build has started ahead of schedule. Project is 50% complete.

3. North Beach I and Chinatown - (deadline: end of third quarter). Newbuild underground construction has commenced, and conduit structure and placement is 90% complete. Cable will be placed in conduit at later date. Re-build commenced in May. On schedule.

4. North Beach II (deadline: end of third quarter) - engineering is 75% complete and the design will be complete by the end of June. On schedule.

SFCTC Report: - Schmidt/guest

1. Grant Program - first phase for mini grants (150.00 maximum) is in the mail to applicants. Second phase deadline is May 21st for community group non-profit grant, up to $500. Third phase will be training grants for future training classes and materials, such as: how to produce, lighting, C.G. training. Training materials are being compiled on a stand-alone basis.
GRANT FUNDS ARE PROVIDED BY VIACOM CABLEVISION

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2. SFCTC Retreat - Municipal Access funds: SFCTC will administer funds under present allocation by S.F. Board of Supervisors. Mundy and Horan are seeking additional funds for Municipal Access. SFCTC supports a community television channel that includes municipal access.

Municipal Access - Resolution from last meeting was sent to Clerk of the Board. A response will be forthcoming.

Educational Access - City College and Viacom will meet May 22nd at Viacom to discuss technical issues with the educational access channel that will begin telecasting on Jan. 1st. 1990.

General Discussion:

1. Need for a retreat soon to review franchise/Esteves.

2. What is current role for CTPC?/Esteves. Levitin circulated copies of S.F. Board of Supervisors resolution 274-88 "Establishing Revised Structure Concerning The Citizens Telecommunications Policy Committee." Copies will be circulated with minutes, for discussion at retreat.

Meeting adjourned at 1:15PM

NEXT MEETING: JULY 20TH, 12:15PM, MAIN LIBRARY, LURIE ROOM

Sue Levitin S. L.
Secretary
CTPC

Attachment

JBM/GJB:2508S

As amended in Board
4/18/88

FILE NO 237-87

RESOLUTION NO. 274-88

[Telecommunications Policy]
ESTABLISHING REVISED STRUCTURE CONCERNING THE CITIZENS TELECOMMUNICATIONS POLICY COMMITTEE.

WHEREAS, The Board of Supervisors established a Citizens Telecommunications Policy Committee at the time the cable television franchise was revised in 1980; and

WHEREAS, The Citizens Telecommunications Policy Committee has performed useful services for the City; and

WHEREAS, Since the committee was established, (a) federal regulations have changed reducing the ability of the City to regulate cable television and (b) in San Francisco cable television construction is no longer a major issue and the 1980 conditions no longer prevail; and

WHEREAS, It is therefore appropriate for the role of the Citizens Telecommunications Policy Committee and for the provision of municipal, educational, and public access to be substantially revised; and

WHEREAS, The Budget Analyst of the Board of Supervisors has conducted a management audit on the operations of the Citizens Telecommunications Policy Committee and has made several recommendations, most of which have been carried out, except for organizational structure; and

WHEREAS, The Oversight Committee of the Board of Supervisors has conducted a public hearing on the future of the Citizens Telecommunications Policy Committee, and has recommended to the Board of Supervisors actions called for in this resolution; now, therefore be it

RESOLVED, That no funds be included in the general fund budget of the Department of the Board of Supervisors for telecommunications policy or cable access purposes beginning July 1, 1988; and be it

FURTHER RESOLVED, That the Citizens Telecommunications Policy Committee shall be relieved of all functional and oversight responsibility concerning the cable television franchise, and that the City government shall not provide staff to the Citizens Telecommunications Policy Committee except for minor assistance to ensure compliance with the Ralph M. Brown Act; and be it

FURTHER RESOLVED, That the Citizens Telecommunications Policy Committee, since it will no longer have responsibilities for contract monitoring or cable television access, is urged to act as a committee of the whole without subcommittees; and be it

FURTHER RESOLVED, That the Chief Administrative Officer is requested to monitor construction, receive subscriber complaints, adjust subscriber bills, and monitor performance bonds and insurance in order to ensure that relevant portions of the franchise agreement concerning cable television are observed by the franchise holder; and be it

FURTHER RESOLVED, That the public access functions of the Citizens Telecommunications Policy Committee no longer shall be performed by the City, but instead performed by a not-for-profit corporation which shall be funded through a contract with the ~~Library Commission~~ Board of Supervisors, with the not-for-profit corporation to receive not less than 1/3 of the 0.2% portion of the franchise fee, provided, however, that such payment by the City shall not exceed funds which the not-for-profit corporation receives from non-City sources; and be it

4/18/88
cjp

BOARD OF SUPERVISORS

FURTHER RESOLVED, That municipal and educational access functions shall be performed by the ~~Library Commission~~ Board of Supervisors using such portion of the 0.2% franchise fee as are appropriated to the ~~Commission~~ Board for that purpose; and be it

FURTHER RESOLVED, That the Citizens Telecommunications Policy Committee shall forward to the ~~Library Commission~~ Board of Supervisors such recommendations as it desires concerning any aspect of cable television, provided, however, that recommendations concerning revisions in the franchise agreement shall be submitted to the Board of Supervisors through the Clerk of the Board; and be it

FURTHER RESOLVED, That the City Attorney is requested to prepare an amendment to the cable television franchise ordinance to delete specific ascertainment provisions of the franchise, and to make other changes to ensure the franchise ordinance is consistent with the provisions of this resolution; and be it

FURTHER RESOLVED, That the Clerk of the Board is directed to submit to the Mayor a revision of the Department's budget to include assignment of the 0.2% portion of the franchise fee for purposes as provided in this resolution.

Adopted - Board of Supervisors, San Francisco April 18, 1988

Ayes: Supervisors Britt Gonzalez Kennedy Molinari Silver Walker

Noes: Supervisors Maher Nelder

Absent: Supervisors Hongisto Hsieh Ward

I hereby certify that the foregoing resolution was adopted by the Board of Supervisors of the City and County of San Francisco

ACTING CLERK

File No. 237-87

APR 26 1988
Date Approved

Mayor

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SF Telecommunications Policy Committee Minutes

CTPC MEETING: November 29, 1990

PRESENT: Esteves (Chair), Layer, Schragge, Rhett, Roberts
EXCUSED: Levitin, Post
ABSENT: Pike, Williams

The minutes of Sept. 28, 1990 and October 18, 1990 were approved as amended.

PUBLIC HEARING:

Linda Post will be summarizing the topics raised by the eighteen speakers in writing. She forwarded her concerns regarding equipment quality and program ownership.

Carol Roberts expressed concern regarding the reasons for the public access back-log: lack of staffing, channel time, the one year wait, traing,

Other concerns were expressed regarding the priority of non-local programming over local programming and leased access channels.

Harmon Schragge will investigate leased access
Hal Layer & Carol Roberts will produce recommendations re educational access
Sue Levitin: will prepare Viacom report
Martha Schmidt will prepare public access report

REPORT PREPARATION:

Recommendations should follow the template of the Muni Cable Advisory Committee.

1/9/91: Reports should be submitted to Roberto

1/16/91: A public hearing on the compiled report will be held. (Place to be determined)

1/24/91: The CTPC will review the report/hearing and make its recommendations on 1/24.

2/1/91: The CTPC Report will be delivered to the Board & Documents Dept. of the Library on 2/1/91

NEXT MEETING: MONDAY, DECEMBER 17 12-2

AGENDA: VIACOM END OF YEAR/DECADE REPORT
PROGRESS ON CTPC FRANCHISE REPORT
Leased access, education, public access other areas?
DISCUSSION OF DUTIES OF CTPC (FRANCHISE)
CLARIFICATION OF ACCESS DEVELOPMENT FUND (amount & allocation)

submitted by Roberto Esteves

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3/8/91

/ SF Telecommunications Policy Committee

DATE: February 28, 1991

MEMO TO: CTPC Members

FROM: Roberto Esteves, ACOM

SUBJECT: CTPC MEETING: FRIDAY MARCH 8, 1991
12:15 PM 1:30PM MAIN LIBRARY LURIE ROOM

AGENDA

1. Introduction of New Members
2. Nomination/Election of Officers
3. Review of Franchise Review Process
4. Viacom Background & Report: Sue Levitin
5. SFCTC Background & Report: Martha
6. Educational Access Background & Report: Hal
7. MCAP Background & Report: Sybil
8. CTPC Planning Activities: 1991

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This will be primarily an orientation session for our two new members:
Steven Werth and Ron Wong

_SP

CITIZENS' TELECOMMUNICATIONS POLICY COMMITTEE

AGENDA: 12:15PM

LOCATION: San Francisco Community Television Corp. Offices
1095 Market St., Suite #704

FRIDAY, MAY 17, 1991

NOTE: CHANGE OF LOCATION

AGENDA:
Approval of Minutes:

FRANCHISE NEGOTIATIONS:
Discussion of groundrules/process

REPORTS:

Viacom:	Sue Levitin
Educ. Access:	Carole Roberts/Hay Layer
Public Access:	Martha Schmidt
Muni Access:	Sybil Boutilier/Roberto

Old Business:
ACTIVITIES OF CTPC: 1991

Please call Roberto: 557-4202 if you cannot attend

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Business / Science

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DATE: August 7, 1991

TO: Citizens' Telecommunications Policy Committee

FROM: Roberto Esteves, Assistant Chief of Main Library

SUBJECT: Meeting: August 16, 1991 12:15-1:30

Location: MAIN LIBRARY: LURIE ROOM

AGENDA:

ACCESS BACKGROUND PRESENTATIONS:	Discussion
Negotiation Sessions/Schedule 9/10 2-4pm 9/16 2-4pm 9/17 2-4pm 9/30 2-4pm (optional)	Discussion
NFLCP Conference:	Levitin/Schmidt
Viacom Report	Sue Levitin

Old Business
Consumer Complaint Report (see enclosed)

New Business
Consumer purchase of Zenith Remote Control Units

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San Francisco, California 94108
415: 781-8050
Fax 415: 781-1324

SF AGENDA

CITIZENS TELECOMMUNICATIONS POLICY COMMITTEE

SPECIAL

TO: All CTPC Members
FROM: Harmon Shragge, Jr.
DATE: August 21, 1991
SUBJECT: Emergency Meeting

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Dear Committee Members:

By now you have all been informed either verbally or in writing about Viacom's proposed rate increase that is a result of a drastic increase of the State Board of Equalization's "possessory interest" tax on Viacom.

Currently, members of the San Francisco Board of Supervisors are being briefed by Viacom about the increase in subscriber rates and Viacom's possessory interest taxes. It is our duty to understand 1) the series of events that has led up to this current situation, 2) what the potential impact is to the citizens of San Francisco and the existing Viacom subscriber base, and 3) to determine for ourselves if Viacom's proposed rate increase is justified. We should then provide the San Francisco Board of Supervisors with our opinion in the form of a letter.

Inasmuch as Viacom's proposed rate increase will become effective in October of this year, time is of the essence. We have therefore called the following emergency meeting:

DATE: MONDAY, AUGUST 26th
TIME: 7:30 AM
LOCATION: 601 CALIFORNIA STREET (at Kearny), 21st FLOOR Room 249 City Hall

We have a lot to learn in a very short period of time. Your attendance is extremely important. As an incentive, coffee and muffins etc. will be provided!

Please feel free to call me with any questions or comments.

Best regards,

Harmon Shragge

Harmon Shragge, Jr.

cc Key Advisers and City Personnel

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CITIZENS' TELECOMMUNICATIONS POLICY COMMITEE
% Roberto Esteves, Chair: SFPL Main Library

AGENDA

DATE: September 12, 1991

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TO: CTPC Members

FROM: Roberto Esteves, CHAIR

SUBJECT: Meeting: THURSDAY, September 26, 1990
Location: Staff Meeting Room (Loma Prieta Suite)
3rd Floor Main Library

NOTE: NEW TIME & LOCATION

AGENDA:

Review & Approve Minutes
Review & Approve Agenda

Possessory Tax: presentation by ASSESSOR OFFICE

President Report: NEGOTIATION SESSIONS PROGRESS

Viacom Report

Access Reports:
- Public Access
- Educational Access
- Municipal Access

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CITIZENS' TELECOMMUNICATIONS POLICY COMMITEE
% Roberto Esteves, Chair: SFPL Main Library

AGENDA

DATE: October 18, 1991

TO: CTPC Members

FROM: Roberto Esteves, CHAIR

SUBJECT: Meeting: FRIDAY, October 25, 1990
Location: LURIE ROOM
1st Floor Main Library

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TIME: 12:30 SHARP!

AGENDA:

Review & Approve Minutes
Review & Approve Agenda

Chair Report:
NEGOTIATION SESSIONS PROGRESS
Rate Hearings

Viacom Report

Access Reports:
Public Access
Educational Access
Municipal Access

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San Francisco

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CTPC Meeting of November 22, 1991

NEXT MEETING: January 24, 1992 at 1pm. Hosted by (Chair) Roberto Esteves, Lurie Room, Main Library.

MEETING NOTES: Citizen's Telecommunications Policy Committee Meeting of November 22, 1991. Called to order at 12:30pm. by (Chair) Esteves.

MEMBERS ATTENDING: (Chair) Esteves, (Vice Chair) Shragge, (Secretary) Levitin, and members: Roberts, Rhett, Layer, Werth.

The minutes represent notes taken at the meeting by various members. (Secretary) Levitin arrived very late.

Most of the meeting consisted of discussion regarding the wiring of Lowell and MacAteer High Schools in San Francisco. At the previous meeting of October 25, the CTPC passed a resolution asking Viacom to provide a date certain by which Lowell and MacAteer High Schools will be wired for cable television. This is an issue because Viacom and CTPC have been in negotiation concerning revisions to the franchise agreement between Viacom and the City. One of the major issues Viacom presented to the committee was a deep concern about the lack of a plan or accountability for usage of cable television in schools and public buildings. To date, only 29 of the over 80 schools wired for cable are using cable television or even know where the cable hook-up is.

The T.P.C. voiced concern that approximately 30 schools remain unwired.

Member Layer suggested that CTPC seek an opinion from the City Attorney. Member Werth suggested that it is not appropriate to involve the City Attorney at this time. Motion was tabled.

Viacom was requested by motion to present in writing by December 31, 1991 the dates certain when Lowell and MacAteer High Schools will be wired for cable. CTPC requested the negotiating team to check with the City Attorney to determine the meaning of "to effectuate Public Access".

Public Access Report: Zane Blaney was absent--no report.

Viacom Report:--Launch of new channels: E! Entertainment Television on cable channel 6; KCNS Asian culture programming in English language on cable channel 38; welcome to KMTP.

Educational Access Report: Member Roberts is waiting for a list of City College campus sites which do not have cable service.

No old business.

New Business: (Chair) Esteves announced the CTPC Annual Report is due to the Board of Supervisors by December 31, 1991. Agreement by all that this deadline cannot be met. (Chair) Esteves bill provide an outline and writing assignments to the next meeting.

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2/28/92

TELECOMMUNICATION POLICY COMMITTEE

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

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NEXT MEETING: February 28, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:30 P.M.

AGENDA:

I. Welcome to new member (H. Shragge)
- Kathleene Tyner

II. Approval of minutes of November 22, 1991
Approval of minutes of January 24, 1992

III. TPC Overall Agenda for 1992 (H. Shragge)
- Objectives & Strategies

IV. Annual Report

Status from
- Public Access (Z. Blaney)
- Education (C. Roberts)
- Municipal (R. Esteves)

V. Viacom Report (S. Levitin)

VI. Report on KMTP (B. Rhett)

VII. Status of the City's Budget for Public Access, Education and Municipal stations. (General discussion led by C. Roberts)

We have a full agenda. Please be on time and be prepared to stay until 2:00. If you have additional items to place on the agenda, please call me.

TELECOMMUNICATIONS POLICY COMMITTEE
c/o
Harmon M. Shragge & Company
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February 20, 1992

Supervisor Doris M. Ward
San Francisco Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

RE: 1992/1993 Budget for the City & County of San Francisco

Dear Supervisor Ward:

THIS RECOMMENDS THAT YOU DO NOT REDUCE THE FUNDS FOR EDUCATIONAL, MUNICIPAL AND PUBLIC ACCESS CABLE TELEVISION CHANNELS IN THE 1992/1993 PROPOSED BUDGET.

The proposed budget submitted to you by John Taylor contains two alternatives:

Alternative One: Reduce total access fees from $105,000 (1991/1992 dollars) to $45,000 (1992/1993 dollars), and eliminate all funding for municipal access.

Alternative Two: Completely de-fund all three access channels.

Reasons Why You Should Not Reduce or Eliminate the Funds:

· **The franchise agreement guarantees that the access channels will be funded.** To de-fund municipal, educational or public access would require amending the franchise agreement between the City and County of San Francisco, and Viacom. This should not be done without a great deal of public input in the form of organized public hearings. As elected officials representing the citizens of San Francisco, you know all to well the importance of soliciting the opinions of your constituents before taking such drastic measures.

· **The money to fund access may not be part of the general fund.** The money is derived out of the franchise fee that Viacom pays the City and County of San Francisco. Section 8, paragraph (a) states, "The Grantee shall pay the five percent franchise fee to the Controller who shall deposit 4.8% of the Gross Receipts into the City's General Fund and shall deposit .2% of the gross receipts into the Cable Television Access and Development Fund for public, educational, and municipal access activities." Viacom estimates that $3 million will be turned over to San Francisco in 1992. The three access channels would therefore receive an estimated $120,000 in 1992.

· **De-funding access will have a catastrophic effect on the quantity and quality of access television available to the citizens of San Francisco.** Simply put, if funding is cut, San Francisco will lose the possibility of starting a municipal access channel; San Francisco City College may have to drastically reduce its service on Channel 52; and the San Francisco Community Television Corporation, created to promote and encourage the use of public access (Channel 25) could cease to exist.

· **The citizens of San Francisco have the right to decent public access, municipal, and educational cable television.** De-funding these three channels deprives the citizens of San Francisco their right to enjoy the use of, learn from, and have the benefit of cable television access.

· **Funding for cable television access in San Francisco is already significantly below that of other major cities.** San Francisco already has one of the worst records among major metropolitan areas in the United States in providing public, municipal and educational access. De-funding these cable television channels would give San Francisco the distinction of having the worst public, municipal, and educational access in the United States.

I am aware of and understand the budget problems that San Francisco is currently facing. But you are obligated to provide the citizens with access to municipal, public access, and educational programming. The out of pocket costs to the city are minimal, and I urge you to reinstate full support of the three access channels.

Thank you for your consideration, and please call me with any questions.

Best regards,

Harmon Shragge, Jr.
Chair,
Telecommunications Policy Committee

cc TPC Members

Sent to all supervisors.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

- MEETING ANOUNCEMENT -

NEXT MEETING: Friday, March 27, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:30 P.M.

AGENDA:

I. Approval of Agenda for March 27, 1992

II. Approval of minutes of November 22, 1991
Approval of revised minutes of January 24, 1992
Approval of minutes of February 28, 1992

III. Discussion of the status of Municipal Access:
Presented by Ann Kronenberg, Director of Public Safety, Mayor's Office of Public Safety

IV. 1991 Annual Report

Status from
- Public Access (Z. Blaney)
- Education (C. Roberts)
- Municipal (R. Esteves/S. Boutilier)

V. Viacom Report (S. Levitin)

VI. TPC Overall Agenda for 1992 (open discussion)
- Objectives & Strategies

If you have additional items to place on the agenda, please call (415) 781-8050.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

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San Francisco, CA 94108
(415) 781-8050

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- MEETING ANNOUNCEMENT -

NEXT MEETING: Friday, April 24, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:30 P.M.

AGENDA:

I. Approval of Agenda for April 24, 1992

II. Approval of revised minutes of November 22, 1991
Approval of minutes of February 28, 1992

III. TPC Overall Agenda for 1992 (open discussion)
Discussion on creating the post of Corresponding Secretary, and having one of our members be in charge of reporting to the Committee on regulatory issues.

IV. Franchise Negotiation Up-Date

Status from
- Public Access
- Education (C. Roberts)
- Municipal (R. Esteves/S. Boutilier)

V. 1991 Annual Report

The TPC will review the draft reports.

VI. Viacom Report (S. Levitin)

If you have additional items to place on the agenda, please call (415) 781-8050.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

- MEETING ANNOUNCEMENT -

NEXT MEETING: Friday, May 29, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:30 P.M.

AGENDA:

I. Approval of Agenda for May 29, 1992

II. Approval of minutes of February 28, 1991
Approval of minutes of April 24, 1992

III. Franchise Negotiation Up-Date

Status from
- Public Access (Z. Blaney)
- Education (C. Roberts)
- Municipal (R. Esteves/S. Boutilier)

IV. TPC "Committee" Updates:
Technology Issues Report (H. Layer)
Regulatory Issues Report (K. Tyner)
Legal Advisor Report (S. Werth)

V. Viacom Report (S. Levitin)

If you have additional items to place on the agenda, please call (415) 781-8050.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

Agenda

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

- MEETING ANNOUNCEMENT -

NEXT MEETING: Friday, June 26, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:30 P.M.

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AGENDA:

I. Approval of Agenda for June 26, 1992

II. Approval of minutes of April 24, 1992
Approval of minutes of May 29, 1992

III. The Manner in Which TPC Meetings are Conducted: Is More Order Necessary? (K. Tyner)

IV. Communication With the San Francisco Board of Supervisors: What Should be the Scope of the TPC? (General Discussion)

V. Franchise Negotiation Up-Date Status from
- Public Access (Z. Blaney)
- Education (C. Roberts)
- Municipal (R. Esteves/S. Boutilier)

VI. TPC "Committee" Updates:
Technology Issues Report (H. Layer)
Regulatory Issues Report (K. Tyner)
Legal Advisor Report (S. Werth)

VII. Viacom Report (S. Levitin)

If you have additional items to place on the agenda, please call (415) 781-8050.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

MEETING DATE: Friday, July 24, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:00 P.M. **(NOTE NEW TIME)**

AGENDA: The entire meeting will be devoted to reviewing the status of the negotiations of the three year franchise review window. Each access group will be asked to provide the TPC with written documentation detailing areas of agreement and disagreement between their position and the position of Viacom. The Chair will present the status of franchise issues that do not relate to the three access groups.

The TPC will review the positions of the Chair and each group, and decide upon whether to continue negotiating with Viacom, and/or to work with the Office of the City Attorney to form separate franchise language.

Please call 781-8050 with any corrections or additional items that you want placed on the agenda.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

MEETING DATE: Friday July 31, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:00 P.M. **(NOTE NEW TIME AND DATE)**

AGENDA: The entire meeting will be devoted to reviewing the status of the negotiations of the three year franchise review window. Each access group will be asked to provide the TPC with written documentation detailing areas of agreement and disagreement between their position and the position of Viacom. The Chair will present the status of franchise issues that do not relate to the three access groups.

The TPC will review the positions of the Chair and each group, and decide upon whether to continue negotiating with Viacom, and/or to work with the Office of the City Attorney to form separate franchise language.

Please call 781-8050 with any corrections or additional items that you would like to add on the agenda.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

Agenda

MEETING DATE: Friday August 28, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:00 P.M.

AGENDA: The entire meeting will be devoted to reviewing the status of the negotiations of the three year franchise review window. Each access group will be asked to provide the TPC with written documentation detailing areas of agreement and disagreement between their position and the position of Viacom. The Chair will present the status of franchise issues that do not relate to the three access groups.

The TPC will review the positions of the Chair and each group, and decide upon whether to continue negotiating with Viacom, and/or to work with the Office of the City Attorney to form separate franchise language.

Please call 781-8050 with any corrections or additional items that you would like to add on the agenda.

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SEP 3 1992
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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

MEETING DATES: Friday September 11, 1992
Friday September 25, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:00 P.M. to 3:00 P.M.

AGENDA: Both meetings will be devoted to reviewing the status of the original TPC "Three Year Window" recommendations, as well as the additional Viacom recommendations. Each access group will be asked to provide the TPC with written documentation detailing areas of agreement and disagreement between their position and the position of Viacom. The Chair will present the status of franchise issues that do not relate to the three access groups.

The TPC will review the positions of the Chair and each group, and decide upon whether to continue negotiating with Viacom, and/or to work with the Office of the City Attorney to form separate franchise language.

Please call 781-8050 with any corrections or additional items that you would like to add to the agenda.

Please notice that this agenda covers **TWO** meetings.

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MINUTES

Telecommunications Policy Committee Meeting

Date: September 25, 1992

In Attendance: Sue Levitin, Harmon Shragge (Chair), Steve Werth, John van Heusden, Kathleen Tyner, Hal Layer

Guest: Zane Blaney, SFCT

Minutes Prepared by Kathleen Tyner

I. Revised Agenda

Meeting called to order at 12:12 p.m. The first order of business on the agenda was to discuss progress in the negotiation between The San Francisco Community Television Corporation and Viacom. Chair Shragge reported that Viacom General Manager, Mr. John Marx, was ill and would be unable to meet with Zane Blaney until at least October 1. Mr. Blaney will report on progress in the Community Access negotiations at the next meeting.

Chair Shragge reported that Anne Kronenberg will not be able to meet with him until Thursday, October 1 and he will report the results of that meeting regarding Municipal Access at the next TPC meeting.

Because Municipal and Public Access were unprepared to report, Chair Shragge moved to revise the agenda to discuss two points: 1) a citizen complaint letter directed to the TPC by Supervisor Migden's office and 2) to coordinate a response to the cable recommendations from the Annual Grand Jury Report for 1991-92 released July 6, 1992. The committee unanimously approved the revised agenda.

II. The Citizen Complaint Letter

Supervisor Carole Migden's office has asked us to respond to a citizen complaint about the Viacom access facility. The letter is attached [Attachment 1]. Chair Shragge suggested that since the citizen letters represented just a "trickle," that we should respond to them. Kathleen Tyner disagreed and said that the TPC had neither the staff, budget, or authority to resolve cable consumer complaints. Sue Levitin suggested that all consumer complaints about Viacom be sent to her office for resolution. After reading the letter, Steve Werth felt the letter was vague and ambiguous and agreed that the TPC did not have the authority to resolve the complaint. The committee voted to attempt to resolve the consumer complaint in this instance only. Kathleen Tyner suggested that Chair Shragge meet with Supervisor Migden's

office to discuss the appropriateness of directing citizen complaints about cable to the committee. The TPC agreed that the issue was not serious at this time and that there was no need to meet with Supervisor Migden concerning a policy to resolve cable consumer complaints. John van Heusden agreed to send the letter to John Marx with a cover letter asking him to respond. A courtesy copy of the TPC letter to Mr. Marx will be sent to Supervisor Migden's office.

II. Questions about the suggested legal language in Viacom's draft proposal for franchise language amendments for the 1990 window year.

Hal Layer and Zane Blaney arrived at the meeting at 12:30 p.m. Kathleen Tyner asked about the legal status of a prepared document submitted on June 24, 1992 to the TPC and others involved in the franchise language negotiation process. Ms. Tyner asked about the document's role in the agreement process. Chair Shragge responded that the Viacom language was the company's version of their ideal language. He thought that by next meeting we should be able to compile a rough draft of the final draft of negotiations between Viacom and the TPC. The next step will be to submit the TPC draft for review by the City Attorney's office for review. It is the goal of the TPC that they can agree with Viacom on most items during the course of negotiations toward the agreement. If the TPC cannot agree, Viacom will probably submit specific issues along the lines of their draft proposal for franchise language amendments and the TPC will submit additional language on any opposing issues.

III. The Grand Jury Report

The TPC took five minutes to review the section pertaining to cable regulatory issues in the annual Grand Jury Report for 1991-92. Each member of the committee had a copy of page 56 of the report [Attachment 2]. This is the first time the grand jury chose to review San Francisco's cable franchise agreement. Initial discussion centered around three questions: 1) Whether or not to respond; @) How to respond; and 3) Who receives this report and what is done about it? Steve Werth explained that the report was paid for by the county of San Francisco and that the grand jury was a civil grand jury that meets annually. The report is forwarded to the city attorney's office, the mayor's office and the board of supervisors. The Committee decided to discuss the nine grand jury recommendations point-by-point and either agree or disagree with them.

RECOMMENDATION 1: The Board of Supervisors should refer all complaints about cable service to the Chief Administrative Officer (CAO). The CAO should identify recurring problems and solicit customer feedback.

Discussion: Hal Layer said that this is the existing situation now. Sue Levitin said that the CAO has been urged to call Viacom immediately for resolution of complaints. Steve Werth noted that this recommendation seemed to be in conflict with Recommendation #4. Kathleen Tyner asked if the CAO kept a list of complaints. Sue Levitin said that it was possible that Joan Lubamersky in the CAO's office kept such a list. Chair Shragge said he could find out the answer to that question by next meeting.

Vote: The TPC unanimously agreed that this recommendation was already being met through established procedures.

RECOMMENDATION 2: The Board of Supervisors should request the cable company to enclose notices with bills to customers informing them that the CAO is the designated City official to adjudicate consumer complaints.

Discussion: Steve Werth found this recommendation problematic. John van Heusden said that the word "adjudicate" was a bad term. Sue Levitin said that "Viacom wants to resolve every customer issue. Direct contact is what we need to keep that person our customer. If it's our fault, we'll fix it. If it's something like non-payment, we want to get that person back as our customer." Chair Shragge said that he thought the recommendation was for a "How-to" process so that every customer had an idea of how to go about getting a complaint resolved. Hal Layer asked how Viacom consumer representatives responded to complaints. Sue Levitin responded that they probably told the customer that they could write to City government, "maybe not to the CAO's office, due to lack of staffing. If they think we're the wrong agency, such as the PUC, of course, we tell them we're not regulated by the PUC. If unresolvable, we give the city office a record of what we have done to resolve this."

Vote: A majority of the TPC thought that this was a good recommendation and that the consumer needed clear directions on how to proceed with a complaint if they were unable to resolve the conflict with Viacom.

Recommendation 3: The CAO should have sole responsibility for monitoring overall contract compliance.

Discussion: Steve Werth asked "What is meant by "overall contract compliance?" Sue Levitin explained that she works closely with the CAO on contract compliance issues. Steve Werth said that the recommendation seemed to codify the procedures that were already in place. Hal Layer said that this differs from the TPC role as a policy advisory board. Sue Levitin offered that there are staffing problems in the CAO's office.

Vote: Tabled. The TPC recommended an informal dialogue with Joan Lubamersky in the CAO's office to help the committee better

understand existing procedures. Kathleen Tyner thought that the CAO's person should act as a liaison with the TPC to share information about cable compliance issues. Chair Shragge will contact her for background information before we issue a response.

RECOMMENDATION 4: The Board of Supervisors should restore the original oversight functions to the Telecommunications Policy Committee.

Discussion: Kathleen Tyner said that the TPC cannot function as an oversight committee without also restoring a budget for its operations. Discussion ensued about the changes that the new federal cable bill will mean.

Vote: Tabled. The TPC decided to wait to see the outcome of the new federal cable bill before recommending that the oversight functions of the TPC be restored.

RECOMMENDATION 5: The representative of the franchisee on the Committee should be non-voting.

Discussion: If the concern of this recommendation is conflict of interest, then is it just the franchisee we are concerned about? What about other paid groups, broadcasters, etc.? If we have oversight responsibility, then there would be a problem, but since we do not, there seems to be no problem at this time and Viacom's input is welcomed as long as the TPC is not a policy-making body.

Vote: Unanimously disagree with this recommendation.

RECOMMENDATION 6: The CAO and the Controller should seek legal advice regarding the City's entitlement to franchise fees from free service to certain customers. If it is determined that the City is entitled to these fees, the City should seek to recover these monies.

Discussion: Sue Levitin said that the CAO gave Viacom a written response to this recommendation that said that free service to a person or entity does not constitute gross receipts. She said that the service actually costs the company. Free service is provided to: 1) employees as part of customer service; 2) other cable company employees who may live in SF; 3) California Cable Television Associates; 4) Fire stations, police stations, City Hall; 5) non-profits who provide a residential service for homeless people, Laguna Honda Hospital, SF General. Free service is not provided to politicians. That would have to be filed on FPCC forms and there is absolutely no service given to politicians. Hal Layer said that it sounded as if Viacom was providing a public service.

Vote: Unanimously disagree with the recommendation.

RECOMMENDATION 7: The Telecommunications Policy Committee (TPC) should determine what areas of the City receive fewer than six television stations without cable connection. If the total area is considered significant by the CAO and the Board of Supervisors, the City Attorney should implement procedures to restore Board of Supervisor authority to review basic subscriber rates.

Discussion: Steve Werth said that because of the new Cable bill, recommendations 7-9 are moot. Sue Levitin thinks that Viacom engineers submitted studies on this phenomenon and she will check. Steve Werth asked her if there was a formula and Ms. Levitin responded that yes, it was based on population per square mile.

Vote: Tabled to wait to see if Viacom can provide the TPC with an FCC report to address this issue.

RECOMMENDATION 8: The City lobbyists in Sacramento and Washington should be instructed to lobby for cable reregulation.

Discussion: John van Heusden would prefer that the Grand Jury avoid words like "reregulation." Steve Werth thinks that this is a moot point.

Vote: At this time, it is impossible for the Committee to agree or disagree with this recommendation. Will continue to watch the FCC regulation due to the recent cable bill and study the issue on a case-by-case basis.

RECOMMENDATION 9: The Board of Supervisors and other City officials should establish cable service guidelines for companies interested in competing.

Discussion: The Committee sees no barriers to competition from other companies and therefore no problem at this time. Sue Levitin noted that all Viacom asks for is a level playing field. Steve Werth suggests that the City should not be involved in encouraging or discouraging companies who want to compete.

Vote: The Committee sees no barrier to competition at this time. Chair Shragge promised to provide a rough draft of the TPC discussion on the Grand Jury Report.

The meeting was adjourned at 2:30 p.m. The next meeting will take place on Friday, October 30, 1992 from 12:00-3:00 p.m. at the San Francisco Redevelopment Agency.

Attachment 1: Citizen Cable Consumer Letter
Attachment 2: Grand Jury Report

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

MEETING DATE: Friday October 30, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:00 P.M. to 3:00 P.M.

AGENDA:

I. Approval Agenda

II. Approval of Minutes

III. Status of Franchise Negotiations

- Municipal and Public Access

IV. Grand Jury Report

- Second Phase of Discussion

V. Other Items

Please call 781-8050 with any corrections or additional items that you would like to add on the agenda.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

MEETING DATE: Friday, December 4, 1992

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:00 P.M. to 3:00 P.M.

AGENDA:

I. Approval Agenda

II. Approval of Minutes

III. Status of Municipal Access

IV. Discussion of Additional Window Recommendations (Time Allowing)

V. Other Items

VI. Viacom Report

Please call 781-8050 with any corrections or additional items that you would like to add on the agenda.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

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RESOLUTION #1

RESOLUTION ESTABLISHING THE GOVERNMENT ACCESS CHANNEL

WHEREAS, Provisions for the establishment of the Government Access Channel exist in the 1980 Cable Television Franchise between the City and County of San Francisco and Viacom; and

WHEREAS, It is our understanding that the technical and operational elements are in place with designated City staffing to implement this Franchise requirement; and

WHEREAS, Funding has been designated for the operation of the Government Access Channel; now, therefore be it

RESOLVED, That the Telecommunications Policy Committee in its capacity to advise the San Francisco Board of Supervisors on issues relating to telecommunications recommends that the Government Access Channel begin operations in early 1993; and be it

FURTHER RESOLVED, That the Telecommunications Policy Committee recommends that the Cable Television Access Development and Programming Fund designated for the Government Access Channel be released in full for the operation of the Government Channel.

Adopted -	Telecommunications Policy Committee, San Francisco December 4, 1992
Ayes:	Layer, Rhett, Roberts, Shragge, Tyner
Noes:	
Abstentions:	Levitin (Viacom states that they abstain on issues pertaining to expenditures of Franchise Fee funds)
Absent:	van Heusden, Werth, Wong

I hereby certify that the forgoing resolution was adopted by the Telecommunications Policy Committee of the City and County of San Francisco

Harmon Shragge 12/9/92

Harmon M. Shragge, Jr.
Chair, Telecommunications Policy Committee

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This letter went to all S.F. Board of Supes

TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
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December 9, 1992

Supervisor Kevin F. Shelley
San Francisco Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

RE: RESOLUTION ESTABLISHING THE GOVERNMENT ACCESS CHANNEL

Dear Supervisor Shelley:

Attached is the Resolution Establishing the Government Access Channel passed by the Telecommunications Policy Committee. With your support, this channel will be "on air" in early 1993.

- Viacom has reserved one channel for Government Access.
- Ann Kronenberg of the Mayor's Criminal Justice Council, will coordinate development and management of the Channel.
- The head-end site may be located in the Department of Emergency Services.
- $35,000 of FY 1991/1992 funds have been appropriated for this purpose. $40,000 of FY 1992/1993 funds are available from the Cable Television Access Development and Programming Fund. The combination of these funds is sufficient to start-up and run the channel for one year.

Thank you in advance for your support, and please call me with any questions or comments.

Best regards,

Harmon Shragge, Jr.
Chair,
Telecommunications Policy Committee

cc TPC Members, Key Advisors and City Personnel

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

MEETING DATE: Friday, January 29, 1993

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:00 P.M. to 2:00 P.M.

REVISED AGENDA:

I. Approval of Agenda

II. Approval of Minutes

III. Status of Municipal Access

IV. Public Access

V. Discussion of Window Recommendations

VI. Annual Report

VII. Hal Layer

VIII. Viacom Report

Please call (415) 781-8050 if you have any additions or corrections.

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An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

MEETING DATE: Friday, April 9, 1993
Wednesday, April 14, 1993

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gogh
Third Floor Meeting Room

TIME: 12:00 P.M. to 2:00 P.M.

AGENDA: For the April 9 meeting, we will discuss Public Access recommendations.

For the April 14 meeting, we will discuss Municipal Access recommendations, and vote on the entire set of recommendations if we have completed our review.

Please call (415) 781-8050 if you have any additions or corrections.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

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MEETING DATE: Friday, May 14, 1993

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gogh
Third Floor Meeting Room

TIME: 12:00 P.M. to 2:00 P.M.

AGENDA:

I. Approve the 1990/1991 window recommendations which have been attached to this agenda.

II. Approve minutes

III. Annual Report

IV. Viacom Report

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Final Version

Please call (415) 781-8050 if you have any additions or corrections.

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An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o Harmon Shragge, Jr.
12 Geary Street, Suite 303
San Francisco, CA 94108
(415) 781-8050

MEETING DATE: Friday, July 9, 1993

LOCATION: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

TIME: 12:00 P.M. to 2:00 P.M.

AGENDA:

I. Approve Addenda

II. Approve Minutes

III. Annual Report

IV. Election of Officers

V. Viacom Report

Please call (415) 781-8050 if you have any additions or corrections.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o George E. McBride
San Francisco Public Library
Main Library, Civic Center
San Francisco, CA 94102
415-557-4215

Meeting Date: July 30, 1993

Location: San Francisco Redevelopment Agency
770 Golden Gate Avenue, at Gough
Third Floor Meeting Room

Time: 12:00 P.M. to 2:00 P.M.

Agenda:

I. Approve Agenda

II. Approve Minutes

III. Old Business

--Annual Report
--Letter to the Board of Supervisors

IV. New Business

--Goals/Objectives for 1993/94
--Board of Supervisors Contact
--Access Funds
--New Franchise Window Recommendations
--Follow up to the Window Recommendations
--VIACOM Tour

V. VIACOM Report

VI. Next meeting

ATTN: Government Documents

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An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o George E. McBride
San Francisco Public Library
Main Library, Civic Center
San Francisco, CA 94102
415-557-4215

Meeting Date: August 27, 1993

Location: San Francisco Public Library
Administrative Offices
45 Hyde Street
Room 218

Time: 12:00 P.M. to 2:00 P.M.

Agenda:

I. Approve Agenda

II. Approve Minutes

July 30, 1993

III. Old Business

--Annual Report
--Letter to the Board of Supervisors
--Goals/Objectives for 1993/94
--Board of Supervisors Contact
--Access Funds
--New Franchise Window Recommendations
--Follow up to the Window Recommendations
--VIACOM Tour

IV. New Business

--TPC Member Roster
--Meeting with Supervisor Bierman's staff and Supervisor Shelley's staff

V. VIACOM Report

VI. Public Comment

VII. Next meeting

Attn: Government
Documents

TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed By the San Francisco Board of Supervisors to Represent the Public Interest in Telecommunications

c/o George E. McBride
San Francisco Public Library
Main Library, Civic Center
San Francisco, CA 94102
415-557-4215

Meeting Date: September 24, 1993

Location: San Francisco Public Library
Administrative Offices
45 Hyde Street
Room 218

Time: 12:00 P.M. to 2:00 P.M.

Agenda:

I. Approve Agenda

II. Approve Minutes

August 27, 1993

III. Old Business

--Annual Report
--Goals/Objectives for 1993/94
--Access Funds
--TPC Member Roster

IV. New Business

--Meeting with City Attorny, Eleanor Elrod

V. VIACOM Report

VI. Public Comment

VII. Next meeting

City and County of San Francisco

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DATE/TIME: May 23, 1994

SPECIAL INSTRUCTIONS:

THE NEXT MEETING WILL BE:

May 25, 1994
Noon to 2:00 PM
45 Hyde Street
Room 218

Agenda:

1. Minutes from May 13 meeting
2. Chair's Report
3. The Window Recommendation Memorandum
4. Resolutions
5. New Business

Advisors/City Personnel/Posting Information

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Supervisor Bierman Attn. J. Gutfleisch	554-5163
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Hal Layer	338-7255
Julia Friedlander	554-4318

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DATE/TIME: July 26, 1994

SPECIAL INSTRUCTIONS:

THE NEXT MEETING WILL BE: July 29, 1994
45 Hyde Street
Room 218
Noon - 2:00 PM

AGENDA:

1. Chair's Report
2. Review of City Attorney's Recommnedations for Revisions to Clerk of the Board's Letter
3. Old Business
4. New Business
5. VIACOM Report

MEMBERS:

Zane Blaney	557-4449	Fax
Sue Levitin	863-1659	Fax
Byron A. Rhett	749-2585	Fax
Carole Roberts	239-3694	Fax
Owen Seitel	391-4639	Fax
Sybil Boutiller	334-9333	Via USPS
Edd Dundas	863-3999	Via USPS
Carol Hull	751-6220	Via USPS

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Supervisor Bierman	554-5163	Attn. J. Gutfleisch
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Julia Friedlander	554-4318	
Anne Kronenberg	554-6995	

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DATE/TIME: August 23, 1994

SPECIAL INSTRUCTIONS:

THE NEXT MEETING WILL BE: August 26, 1994
45 Hyde Street
Room 218
Noon - 2:00 PM

///

AGENDA:

1. Chair's Report
2. Review of Recommnedations to the Clerk of the Board
3. Old Business
4. New Business
5. VIACOM Report

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MEMBERS:

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Sue Levitin	863-1659	Fax
Byron A. Rhett	749-2585	Fax
Carole Roberts	239-3694	Fax
Owen Seitel	391-4639	Fax
Sybil Boutiller	334-9333	Via USPS
Edd Dundas	863-3999	Via USPS
Carol Hull	751-6220	Via USPS

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed by the Board of Supervisors to Represent the Public Interest in Telecommunications

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Zane Blaney
Community TV Corp.
Chair

Carole Roberts
SF City College
Vice-Chair

Sybil Boutilier
Public Interest

Edd Dundas
Public Interest

Carol Hull
Public Interest

Sue Levitin
Viacom Cable

Ed McBride
SF Public Library

Byron Rhett
Redevelopment Agency

Owen Seitel
Attorney

TPC MEETING
November 4, 1994
45 Hyde Street, Room 218
12 Noon - 2 pm

1. Approval of Agenda

2. Approval of Minutes
   August 26, 1994
   October 3, 1994/Enclosed

3. Chair's Report
   Status City/Viacom Negotiations.
   Viacom Sale announcement/Redstone.
   TPC letter to Supes on Viacom Sale.
   Year-end Reports.

4. Denise M. Brady, Bureau Chief
   Department of Public Works.
   Telecommunications Briefing.
   Discussion.

5. Viacom Report

6. Old Business
   Status of Franchise Review.
   TPC letter to City College.

7. New Business
   Review franchise language concerning sale of cable system. Develop priorities for TPC involvement in franchise process. Possible public hearings on franchise, wiring, service, children's programming, etc.

8. Set date for next meeting.

9. Opportunity for statements from the public.

10. Adjournment.

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BOARD OF SUPERVISORS
Telecommunications Policy Committee
Minutes of TPC Meeting
November 4, 1994

45 Hyde Street, City and County of San Francisco

Present: Chair Zane Blaney, Sybil Boutiller, Ed McBride, Sue Levitin, Owen Seitel. Meeting called to order by Chair Blaney at 12:05 p.m.

I. APPROVAL OF AGENDA: Item 4 on agenda is taken off calendar. Denise M. Brady, Bureau Chief of the Department of Public Works is unable to attend but her attendance in the future will be requested. Agenda is approved by Committee.

II. APPROVAL OF THE MINUTES: Levitin suggested that references to resolutions solely by resolution number is not informative and such references should also include a brief statement of what the resolution states. Levitin suggests revision of the minutes to include a brief reference to the substance of the resolution.

A. McBride moved to accept the minutes with the revisions suggested by Levitin, Boutiller seconded. Committee voted unanimously in favor of accepting the minutes as revised.

III. CHAIR'S REPORT:

A. The Viacom - City negotiations are ongoing. Levitin reports that the next negotiation session will likely involve the Presidio and it is likely that the following discussion session will involve the TPC recommendations.

B. Newspaper articles reporting the sale of Viacom were handed out for information. McBride questioned Levitin as to whether the structure and representatives of the franchisee would remain the same. Levitin responded that the sale has not yet taken place and, therefore, no information is available.

C. It is suggested that the TPC draft a letter to the Board ensuring their knowledge of the possible sale of Viacom. The draft of this letter will be sent to the TPC members with these minutes and any suggested revisions will be directed to the Chair by telephone or fax prior to the next Committee meeting.

D. TPC reviewed the 11/4/94 draft of a letter from the Chair to John Taylor for approval. Levitin suggested that if the TPC is to be involved in the budget process, the TPC should take action quickly. Boutiller moved that the letter be sent without revision, McBride seconded. 4 in favor; 1 against sending letter as is.

E. McBride states that a year end report was never done for the previous year. McBride will write a report concerning his chairmanship period and the window recommendation process. Blaney will provide a report concerning the government access channels and public access. Boutiller will compile the report.

1. All reports will be submitted to the Chair by

January 1, 1995, and a final draft of the report will be compiled and forwarded to Mr. Taylor by February 1, 1995.

IV. Denise Brady presentation taken off calendar.

V. VIACOM REPORT: Levitin reports:

A. Meetings between Viacom and the City are ongoing.

B. Sale of Viacom has not yet occurred. At this time since no sale has occurred, Levitin has no information.

C. Questions to Viacom:

1. Blaney: Jonathan Marks, on his show, indicated that Bay TV is a result of Must Carry Rules. Levitin: KRON was able to negotiate for payment for retransmission rights as a result of the new legislation and they negotiated for Bay TV. Viacom and Bay TV are not partners in any way. Viacom negotiated for the right to some of Bay TV's airtime.

2. Blaney: Jonathan Marks, on his show, referred to the public access channels as the possible source of content which a viewer found unpleasant and/or unnecessary. Boutiller: Marks suggested that a caller complain to the SEC that must-carry should be dropped because it is causing programming which the consumers do not desire. Blaney and Boutiller request that Levitin ask Marks to be more careful in the information he provides. Levitin will convey these sentiments to Mr. Marks.

D. Viacom and other cable systems in the Bay area were able to raise approximately $10,000.00 for the Aids Foundation by donating $1 for each person subscribing to the movie Philadelphia.

VI. OLD BUSINESS:

A. Status of Franchise Review - It is noted that the franchise agreement does not provide for a new franchise agreement upon the sale of Viacom. Chair reports that the City attorney is looking into the implications of a possible Viacom sale as it relates to the franchise agreement. Chair notes that once sale is consummated City has 120 days to approve or disapprove of the transfer of the franchise.

1. Chair provides the Committee with copies of the highlights of the terms of the Washington County/TCI franchise agreement for informational purposes.

B. It is noted by the Chair and Boutiller that the operation of City College's channel is changing and there is some concern regarding programming changes and access of educational programming. Boutiller submits a draft letter to the City College for approval. Levitin, McBride and Seitel note that it would be inappropriate for this committee to make content-based inquiry. The draft letter is withdrawn and it is agreed that the Chair will solicit an official request from the concerned parties that the committee look into the issue.

VII. NEW BUSINESS:

A. The chair notes that the Committee should develop a

process of advising the Board regarding the potential sale of Viacom. Also, suggests that the Committee consider holding hearings on issues of concern to the public, i.e., wiring. The Chair is seeking input on issues upon which the Committee should hold hearings.

1. Boutiller notes that there may be neighborhood wiring issues and hearings should be held in the neighborhoods.

2. McBride notes the necessity that the Committee be clear on the information being sought and what the Committee can do with such information. The library initially undertook a survey and culled out the issues of importance before holding hearings on those issues.

VIII. NEXT MEETING: DECEMBER 16, 1994; 12:00-2:00 PM
45 HYDE ST., ROOM 201

IX. PUBLIC STATEMENTS: None made.

X. ADJOURNMENT: Seitel moved to adjourn meeting, Boutiller seconded. Meeting adjourned at 1:40 pm.

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TELECOMMUNICATIONS POLICY COMMITTEE

An Advisory Committee Appointed by the Board of Supervisors to Represent the Public Interest in Telecommunications

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AGENDA

Zane Blaney
Community TV Corp.
Chair

Carole Roberts
SF City College
Vice-Chair

Sybil Boutilier
Public Interest

Edd Dundas
Public Interest

Carol Hull
Public Interest

Sue Levitin
Viacom Cable

Ed McBride
SF Public Library

Byron Rhett
Redevelopment Agency

Owen Seitel
Attorney

TPC MEETING
December 16, 1994
45 Hyde Street, Room 201
12 noon - 2 pm

1. Approval of Agenda

2. Approval of Minutes
   November 4, 1994

3. Chair's Report

4. Briefing by Denise M. Brady
   Bureau Chief, Department of Public Works
   Telecommunications issues.

5. Review of draft letter to supervisors concerning cable franchise transfer. Review franchise findings from other cities.

6. Old Business
   Status - Education Access ref. SFUSD.
   Committee goals:
   Public Hearings on wiring and children's programming.

7. New Business.

8. Reports:
   Viacom
   Public Access
   Education Access
   Government Access

9. Set date for next meetings.

10. Opportunity for statements from the public.

11. Adjournment.

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Telecommunications Policy Committee
Minutes of Meeting: Friday, January 26, 1996

Committee members Present: Seitel, Dundas, Blaney, Roberts, Boutilier, Levitin

I. APPROVAL OF AGENDA: Agenda unanimously approved

II. APPROVAL OF MINUTES OF PREVIOUS MEETING:
- A. Levitin requests the following revision to the Minutes for Meeting of October 6, 1995. Levitin stated that Viacom was barred from giving free services to the Board of Supervisors by the City Attorney's Office because it can appear to be a gift to the Board.
- B. The Minutes of the previous meeting are unanimously approved as revised.

III. CHAIR'S REPORT:
- A. The TPC is sponsoring programming on CITYWATCH
- B. Discussion of expiration of four members' terms: Boutilier and Roberts will re-apply; Dundas will not.
- C. Revisions to TPC Members' Roster:
  1. Roberts hold the Public interest slot on the TPC, not Education; Roberts' e-mail address: carole_roberts@faludi.com
  2. Boutilier e-mail address: sybil@well.com
  3. Seitel e-mail address: oseitel@well.com
- D. Review of 11/13/95 letter from P, G&E to CAO, Bill Lee and City Attorney Louise Renne.
  1. Levitin states that the letters reflect an agreement between P, G & E and Viacom by which Viacom will use some of P, G & E's unused fiber optic cable and P, G & E will use some of Viacom's system for their internal communications. CPUC must approve the arrangement
- E. Chair requests Levitin comment on status of Viacom sale/transfer to TCI:
  1. Viacom is in the process of obtaining federal regulatory approvals. Viacom's position is that provision of a 394 form to the City is not required.
- F. Discussion of TPC's current and future role in developing telecommunication policy:
  1. Blaney suggests we create a sub-group of the TPC consisting of Blaney, Roberts, Boutilier and Seitel to meet with the Board to clarify our role and attempt to determine where TPC fits in the future.
  2. Roberts agrees with Blaney's suggestions.
  3. Boutilier moves that a sub-group of the TPC consisting of Blaney, Roberts, Boutilier and Seitel undertake action in an effort to meet with the Board and clarify the role of the TPC. Roberts seconds motion. Motion passes unanimously. Subgroup will exchange ideas by e-mail and meet on Wednesday, Feb. 14, 1996 at 2:00 pm at Blaney's office

IV. VIACOM REPORT: Above

V. OLD BUSINESS: Above

VI. NEW BUSINESS: Above

VII. PUBLIC COMMENT: None

VIII. NEXT TPC MEETING: Feb. 23, 1996; 12:00 noon; 45 Hyde Street

IX. ADJOURN: Seitel moves to adjourn; Boutilier seconds. Adjournment unanimous.

Notice

Telecommunications Policy Committee
Main Public Library, Civic Center
Strong Meeting Room, First Floor
Friday, September 20, 1996
12:00 Noon

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AGENDA

Telecommunications Policy Committee (TPC)
Friday 9/27/96
12-2 PM
Strong Meeting Room, Main Library

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Appointment of Recording Secretary. Chair

1. 12:00 PM Approval of Agenda. Chair Vote

2. 12:05 Approval of Minutes.
February 23, 1996 Chair Vote

3. 12:10 Continuation of briefing by Deputy City Attorney Julia Friedlander on the Proposed Amended San Francisco Cable Franchise Ordinance.

4. Committee discussion of issues raised concerning franchise.
Chair Discussion

5. TPC recommendations to Board of Supervisors for changes in franchise.
Chair Discussion & Vote

6. 1:45 Public Comment. Chair

7. 1:57 Set date for next meeting. Chair Discussion

8. 2:00 Motion to Adjourn. Chair Vote

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